

### Value Analysis (Part II)

*January 9th*—Better Value through Quality Inspection—Components and Raw Materials.

LECTURER: R. MacKay,  
Ford Motor Company of Canada,  
Limited.

*January 16th*—Better Value through Cost Analysis.

LECTURER: K. R. Revill,  
Philco Corporation of Canada Limited.

*January 23rd*—Better Value through Inventory Control.

LECTURER: H. J. Baird,  
Board of Education,  
Township of North York.

### Sales Tax

*January 30th*—Sales Tax Acts.

LECTURER: J. A. MacDonald,  
The Electric Storage Battery  
Company (Canada) Limited,  
Toronto, Ontario.

### Customs Procedures

*February 6th*—Customs Procedures—Part I

*February 13th*—Customs Procedures—Part II

LECTURER: E. H. Blair,  
International Customs Brokers Limited,  
Toronto, Ontario.

### Traffic

*February 20th*—Role of Traffic in Purchasing Department.

LECTURER: R. A. Blackborow,  
Canada Iron Foundries Limited.

*February 27th*—Business Letter Writing.

LECTURER: Angus M. Dixon, M.A.,  
O'Neil Collegiate, Oshawa.

*March 6th*—Case Study.

LECTURER: Prof. J. C. Preston, B.A.Sc., M.B.A.,  
University of Western Ontario,  
School of Business Administration.



UNIVERSITY OF TORONTO  
UNIVERSITY EXTENSION

Session 1961-62

Course in

**PURCHASING**

sponsored by the

PURCHASING AGENTS' ASSOCIATION OF TORONTO

## PURCHASING

### Tuesdays

### 18 Lectures

The Purchasing Agents' Association of Toronto sponsors this course for the special training of purchasing agents, their assistants and those interested in broadening their knowledge of the purchasing field. Approximately half the content will be concerned with economics, accounting and law, and the remaining half will deal with some of the specific administrative problems faced by a purchasing agent.

#### COURSE CHAIRMAN:

Mr. H. Robert Bertram,  
Honeywell Controls Limited,  
Vanderboof Avenue,  
Leaside, Ontario.

TIME: 7:30 p.m.

Fall Term: October 10th–December 12th.

Winter Term: January 9th–February 27th.

PLACE: Room 123, Wallberg Building.

FEE: \$35.00.

#### Registration:

By mail or in person at Room 207, 65 St. George Street, 9 a.m. to 5 p.m. daily, except Saturdays. Information may be obtained by telephoning WA. 3-6611, locals 301, 304, 526, 527. In order to accommodate students and enable them to enrol during the evening, registrations will be taken:

Monday, September 18th,  
Wednesday, September 20th,  
Monday, September 25th,

from 7:30 to 9 p.m. in the Wallberg Building, corner of St. George and College Streets.

## PROGRAMME

### Legal Aspects of Purchasing

*October 10th*—Contract Studies.

*October 17th*—Sale of Goods Act.

LECTURER: M. Ricketts, Q.C.,  
Ricketts, Farley & Lowndes,  
Toronto, Ontario.

### Principles of Purchasing

*October 24th*—Principles of Organization.

*October 31st*—Principles of Good Procedures.

*November 7th*—Administration and Purchasing Ethics.

*November 14th*—Budgets and Report Writing.

LECTURER: D. B. Morin, C.A.,  
Deloitte, Plender, Haskins & Sells,  
Toronto, Ontario.

### Value Analysis (Part I)

*November 21st*—Better Value through Better Suppliers,  
Purchasing Techniques and Operations.

LECTURER: S. K. Mills,  
Canadian General Electric Company  
Limited,  
Peterborough, Ontario.

*November 28th*—Better Value through Better Packaging and Materials Handling.

LECTURER: Garfield P. Rylott,  
Christie, Brown & Company Limited,  
Toronto, Ontario.

*December 5th*—Case Study.

LECTURER: Prof. J. C. Preston, B.A.Sc., M.B.A.,  
University of Western Ontario,  
School of Business Administration.